

**TREASURER 011450***Personnel Services*

Salary Department Head  
Salaries Clerical  
Salaries Clerical OT  
Longevity

FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
\$88,384	\$90,350	\$ 97,811.08	\$ 96,204.05	\$ 102,922.22	\$ 102,922.22	
\$104,446	\$97,601	\$ 117,609.27	\$ 121,019.87	\$ 129,544.75	\$ 132,207.44	
\$1,542	\$5,848	\$ 97.02	\$ 5,284.74	\$ 2,562.50	\$ 3,000.00	
\$650	\$1,300	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
\$195,022	\$195,098	\$217,017	\$224,009	\$236,529	\$239,630	\$0

Total

*Expenses*

Services Note Certificates  
Printing  
Supplies and Expenses  
Postage  
Advertising  
Dues and Subscriptions  
Meetings  
Equipment  
Tax Title

\$376	\$2,650	\$12,292	\$10,337	\$10,000	\$15,000	
\$1,448	\$1,463	\$1,420	\$3,900	\$1,600	\$1,600	
\$3,222	\$4,587	\$3,853	\$3,579	\$5,000	\$5,000	
\$10,659	\$11,839	\$11,295	\$16,591	\$11,250	\$11,250	
\$352	\$348	\$0	\$0	\$825	\$825	
\$50	\$250	\$100	\$100	\$340	\$340	
\$1,356	\$1,322	\$1,244	\$174	\$1,500	\$1,500	
\$5,223	\$5,362	\$5,409	\$2,785	\$5,775	\$5,775	
\$303	\$608	\$742	\$2,776	\$4,800	\$4,800	

Total

\$22,989	\$28,429	\$36,355	\$40,241	\$41,090	\$46,090	\$0
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## TOTAL BUDGET

\$218,011	\$223,527	\$253,372	\$264,250	\$277,619	\$285,720	\$0
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## BUDGET NARRATIVE

### Description of Department Function

Describe the overall mission or purpose of the Department.

As the Town Treasurer/Collector, it is my responsibility as Treasurer to serve as the Town's cash manager. In this role, the Treasurer receives all revenue from all departments and outside sources, maintains all bank accounts and records of the Town's cash position. Reconciliation of cash is done internally with the Town Accountant on a monthly basis and an audit from an independent firm is completed annually. The Treasurer is responsible for the investment and disbursement of funds and overseeing the Town's cashflow. The Treasurer prepares the Town payroll and pays the Town's bills in an efficient and timely manner. The office handles health, life and dental benefits and acts as a liaison between the Group Insurance Commission and Town employees.

As the Town Treasurer/Collector, it is my mission as Collector to ensure efficient and timely collection of all monies due to the Town while providing professional courteous service to all. The department will answer all inquiries in a timely manner and take all necessary steps, allowable by law, to collect on all accounts. The department works closely with tax service bureaus, attorneys, the Deputy Tax Collector and the Assessing Department.

### Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

### Accomplishments

Describe the major describable accomplishments or measurable activities in FY22 or CY21. Use statistics whenever possible.

1. As of 6-30-21, the last day of 2021 fiscal year, 97% of the FY2021 real estate tax levy had been collected.

2. As of 6-30-21, the last day of 2021 fiscal year, 97% of the FY2021 personal property tax levy had been collected.
3. As of 6-30-21, that last day of 2021 fiscal year, 92% of the FY2021 stormwater levy had been collected.
4. In fiscal year 2021, the office added 132 water/sewer accounts.
5. In fiscal year 2021, the office added 241 stormwater accounts.
6. The office works diligently to answer and explain all inquiries either by phone, walk-in or email.

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**FY23 Departmental Goals**

Describe the initiatives and accomplishments planned for FY23

1. The Treasurer/Collector's office is committed to working with other departments to implement online payment processing for services offered in their respective departments.
2. Research and cleanup past receivables.
3. The Treasurer/Collector's Office is committed to cross training positions to ensure first rate service to all residents and business in Millis.
4. Review and update Payment Plan Agreements between Taxpayers and Residents.
5. Continue with Tax Title Project – Ongoing when time allows
6. Creating and updating the Treasurer/Collectors website.

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**Spending Highlights for FY23**

Explain any significant budget changes from FY22

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**Non-tax Funding**

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.





[illegible]